

**IDAHO CONTRACTORS BOARD**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 3/26/2013**

**BOARD MEMBERS PRESENT:** Steve Pinther - Chair  
John Robert Pilote  
Larren D Novak

**BOARD MEMBERS ABSENT:** Pamela Prather  
Scott Schriber

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Erin Anderson, Technical Records Specialist I

**OTHERS PRESENT:** Greg Wiltse DBA CDA Custom Exteriors Inc.,  
via phone  
Christopher Alexander DBA A + Framing  
Vera Johnson

The meeting was called to order at 10:00 AM MDT by Steve Pinther.

**APPROVAL OF MINUTES**

Mr. Pilote made a motion to approve the minutes of 4/17/2012 and 1/29/2013. It was seconded by Mr. Novak. Motion carried.

**AGENDA**

Mr. Novak made a motion to amend the agenda to add review of renewal forms. The reason it was not on the original agenda was that the revision was completed the previous day. It was seconded by Mr. Pilote. Motion carried.

**EXECUTIVE SESSION**

Mr. Novak made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Pilote. The vote was: Mr. Pinther, aye; Mr. Novak, aye; and Mr. Pilote, aye. Motion carried.

Mr. Pilote made a motion to come out of executive session. It was seconded by Mr. Novak. The vote was: Mr. Pinther, aye; Mr. Novak, aye; and Mr. Pilote, aye. Motion carried.

## **APPLICATIONS**

Mr. Pilote made a motion to approve the following for registration once proof of corrected general liability written in the name of the applicant is received:

#901125270

It was seconded by Mr. Novak. Motion carried.

Mr. Novak made a motion to approve the following for registration:

RCE-34644 BK Custom Painting and Fine Finish LLC

It was seconded by Mr. Pilote. Motion carried.

Mr. Pilote made a motion to approve the following for registration:

RCE-34988 Emanon Designs LLC

It was seconded by Mr. Novak. Motion carried.

Mr. Novak made a motion to approve the following for registration:

RCE-33154 SCS Spray Services LLC  
RCT-34795 Charles Brown DBA CB Carpets

It was seconded by Mr. Pilote. Motion carried.

Mr. Novak made a motion to table the following applications for additional information or comment from the applicants. Ms. Anderson will send letters of instruction to the following applicants:

#901124816  
#901123770  
#901124977

It was seconded by Mr. Pilote. Motion carried.

## **NEW BUSINESS**

Mr. Wiltse discussed case number CON-2010-79 with the Board. The Board thanked Mr. Wiltse for his time and directed the Bureau to discuss matter with

Mr. Ellsworth and to put this matter on the agenda for the next meeting for additional discussion.

The Board reviewed the changes to the renewal forms. A motion was made by Mr. Pilote to accept the changes made to the renewal forms. It was seconded by Mr. Novak. Motion carried.

## **INSURANCE AUDIT**

Ms. Anderson reported the following numbers from the annual insurance audit to the Board:

1/30/2013 Audit-Out of the 130 files audited, 66 have complied, 17 have been sent name verification letters, 42 have been sent second attempt letters and 5 candidates canceled their registrations.

2/12/2013 Audit-Out of the 97 files audited, 43 have complied, 16 have been sent name verification letters, 34 have been sent second attempt letters, 3 candidates canceled their registrations and 1 file was sent an additional information letter.

The insurance audit is expected to be closed on 4/17/2013.

**NEXT MEETING** is scheduled for 4/30/2013 at 10:00 AM.

## **ADJOURNMENT**

Mr. Novak made a motion to adjourn the meeting at 11:37 AM. It was seconded by Mr. Pilote. Motion carried.

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Steve Pinther, Chair

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Larren D Novak

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John Robert Pilote

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Tana Cory, Bureau Chief